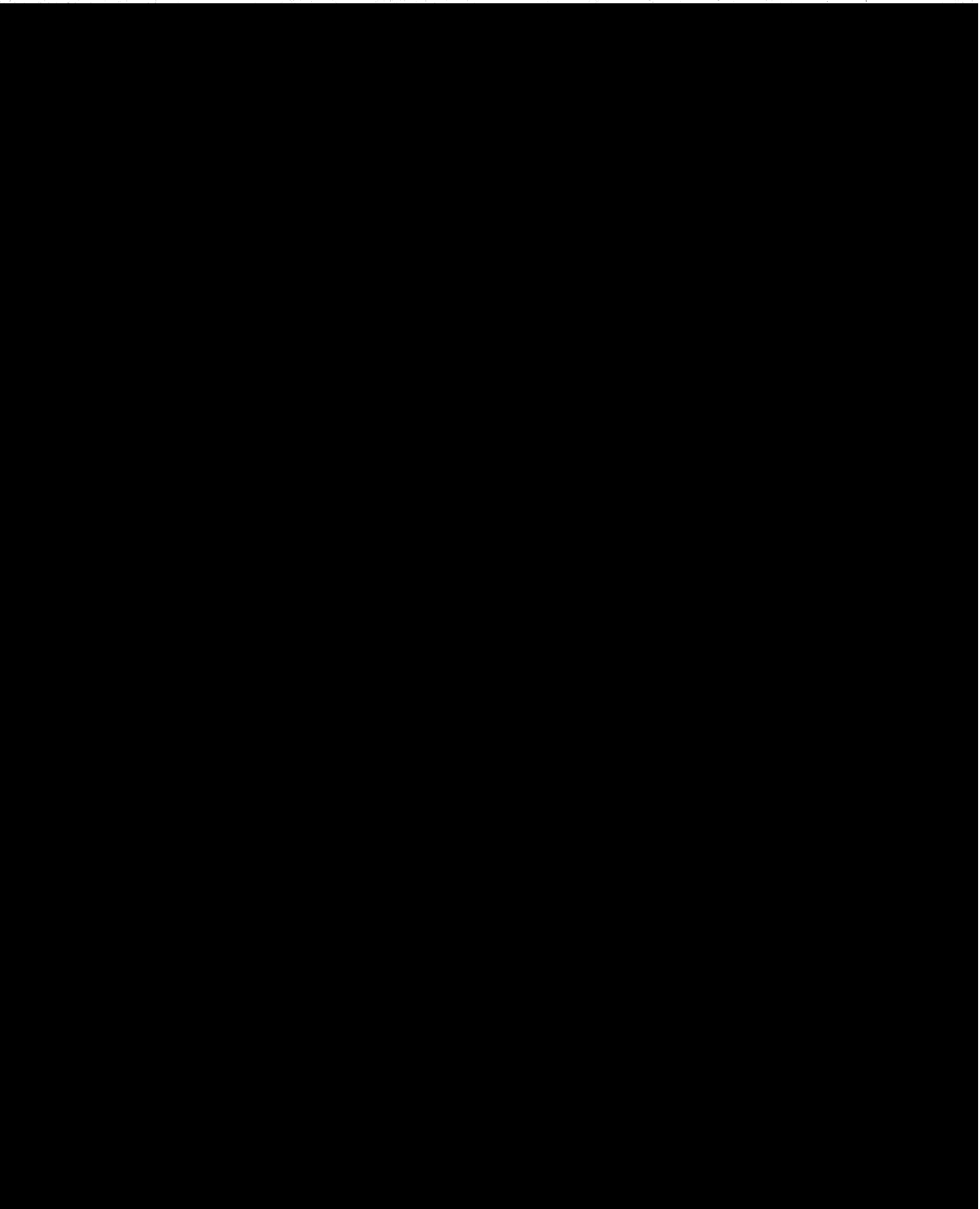


CONFIDENTIAL



CENTRAL INTELLIGENCE AGENCY  
NOTICES

1. Credit References - CIA - [REDACTED]
2. Top Secret Control Officer and Alternates
3. Designation of Acting Executive Director
4. Chest X-rays
5. Advertising in Newspapers
6. Christmas Holiday Leave Policy
7. Official Working Hours of CIA
8. Transportation Service
9. Half-Holiday on 24 December 1947
10. Christmas Decorations in Government Buildings:

25X1A

48

1. Designation of Chief, Reference Center, A&M
2. Interdepartmental Dial Telephone System
3. Holiday on 23 February 1948
4. Files
5. 1947 Income Tax Service
6. Leave on Good Friday
7. Status of Reserve Personnel
8. [REDACTED]
9. Memo. from Deputy Commissioner for Buildings Management of PBA
10. Fiscal Year 1950 Budget Estimates
11. Order for Conservation of Fuel Oil, Gasoline, and Gas
12. Holiday - 31 May and 5 July 1948
13. Reduction in Withholding Tax
14. Procurement of Supplies, Equipment or Services from 1948 Fiscal Year Funds
15. in Tel

25X1A

16. Loss or Compromise of Classified Documents
17. Designation of Top Secret Control Officer, Custodian of Registered Documents and Records Administrator.
18. Voluntary Donations
19. Security Loan Campaign
20. Designation of Assistant Director for Operations
21. Transportation Service
22. Indoctrination Lecture
23. Shuttle Schedule
24. Signature
25. Shuttle Schedule
26. ~~Signature~~ Rescind 14 Feb
27. ~~Signature~~ 14 Feb
28. Care and Maintenance of CIA Buildings
29. Christmas Holiday Leave
30. Awards to CIA Employees for Meritorious Suggestions
31. Shuttle Schedule

*Notices*  
*by*

25X1A

*all*  
*no*



49


- ~~1. Designation of Acting Asst. Director and Acting Deputy Asst. Director for Special Operations~~
- ~~2. Inaugural Holidays~~
- ~~3. Parking~~
- ~~4. Rescission of CIA Notices~~
- ~~5. Newspaper Advertising~~
- ~~22. Shuttle Service~~


CENTRAL INTELLIGENCE AGENCY

Washington, D.C.

29 December 1948

25X1A

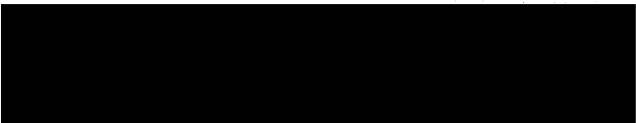
  
SUBJECT: Shuttle Schedule

1. Reference Notice  dated 16 September 1948,  
subject: "Shuttle Schedule". The schedule attached thereto  
is rescinded effective Wednesday, 29 December 1948.

25X1A

2. The new schedule to be effective Thursday, 30 Decem-  
ber 1948, will provide service to all CIA buildings except  
North Interior, at twelve-minute intervals. The schedule  
will be distributed separately from this notice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

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DISTRIBUTION: All CIA Employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Received*

13 December 1948

NOTICE

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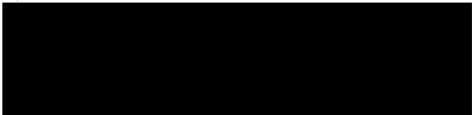
SUBJECT: Awards to CIA Employees for Meritorious Suggestions

Three suggestions which were submitted to Committee on Awards for Meritorious Suggestions have been adopted by CIA and awards granted as follows:

<u>Award</u>	<u>Suggestion Submitted</u>
Certificate of Award	Security Poster Program
Certificate of Award	Simplification of pay-check distribution
\$125.00 cash award and Certificate of Award	Modifying clerical operations in one office thereby saving expenditure of manpower and funds.

The above suggestions have aided CIA operations and paid a tangible return to the employee, by cash and recognition. The Committee would like to receive other beneficial suggestions for adoption.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

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DISTRIBUTION: All CIA Employees.

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Dec 10 1948*

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NOTICE

10 December 1948

SUBJECT: Christmas Holiday Leave.

1. Executive Order 10019 dated 2 December 1948 states that government agencies shall be closed one-half day on Friday, 24 December 1948, and that all employees of those agencies except those who, for public reasons, may be excluded from the provisions of the order by the heads of their respective agencies, shall be excused from duty during that period.
2. The offices of the Central Intelligence Agency in the District of Columbia and in the field will be closed for one-half day, Friday, 24 December 1948. All employees who work from 8:30 to 5:00 are required to remain on duty or be carried in a leave status until 12:30 P.M., 24 December 1948. In those instances where individuals work irregular shifts, (other than 8:30 A.M. through 5:00 P.M.), it will be necessary that arrangements be made in the particular office or branch concerned to grant the individuals a half-holiday. In the case of irregular work shifts, offices may grant time off during other than the last half of the tour of duty, i.e., it may be necessary to permit the employee to take the first half day due to his schedule of hours. The basic requirement, in order to comply with Executive Order 10019, in connection with irregular shift employees, will be that they be permitted to be excused for not to exceed four hours on 24 December 1948 or that proper approval be secured to effect Holiday Pay to such individuals. Current instructions covering essential duty on official holidays will apply for this period.
3. Individuals on terminal leave whose last day of active duty was prior to the official filing of the Executive Order will not receive credit for the half-holiday in computing lump-sum payments.
4. All Time and Attendance Reports, Standard Form No. 1130, must show in the "Remarks" column, for irregular shift employees, the actual hours worked on 24 December 1948.
5. Assistant Directors and Heads of Activities should provide all employees maximum opportunity for Holiday leave during the period 20 December 1948 and 3 January 1949. However, activities must be staffed to an extent that will assure essential operational requirements are met.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

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DISTRIBUTION: All CIA Employees.

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Rescinded*

25X1A

NOTICE  


22 November 1948


SUBJECT: Care and Maintenance of CIA Buildings.

1. In connection with our current moving program, considerable redecoration has been necessitated to bring CIA buildings up to standard appearance.

2. Much of this work has resulted from defacement of walls through the use of Scotch tape to secure maps, calendars, notices and other informative and decorative material. This practice will be discontinued.

3. When it is necessary or desirable to hang display maps, calendars, etc., they should be attached to display boards, or framed in a suitable manner and suspended by hooks, wire or other hanging devices. Where stone, plaster, or metal walls are involved, the assistance of the Services Branch will be requested.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

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DISTRIBUTION: ALL CIA EMPLOYEES





CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

*Rescinded*

21 October 1948

25X1A

NOTICE  
[REDACTED]

25X1A

SUBJECT: Signature

Recision: CIA [REDACTED] dated 14 Sept 1948

Effective 21 October 1948, all papers for the signature  
of the Director of Central Intelligence will be prepared as  
indicated below:

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

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DISTRIBUTION: A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Rescinded*

16 September 1948

NOTICE

[REDACTED]

25X1A

SUBJECT: Shuttle Schedule

25X1A

1. Notice [REDACTED] Subject: "Shuttle Schedule" dated 30 August 1948 and schedules attached thereto, are rescinded effective 22 September 1948.

2. Experience with the existing schedule has indicated that increased and more efficient service can be afforded employees of CIA on official business by extending all three busses to service between North Interior and Pentagon Buildings. The new schedule which is attached will operate on an approximate twenty-minute schedule.

3. Each bus will carry a sign reading "CIA Shuttle - 18th & F Sts., N.W." on the north bound run and "CIA Shuttle - Pentagon Building" on the south bound run.

4. Bus schedules will operate on official correct time. Office clocks and watches of users should be checked for correct time in order to meet scheduled departure times.

5. This service will not be available on Saturdays, Sundays, or Holidays.

6. Special cars will not be furnished for trips to the buildings listed in the attached schedule except in emergency.

7. Copies of this schedule will be posted conspicuously in locations readily available to all CIA employees.

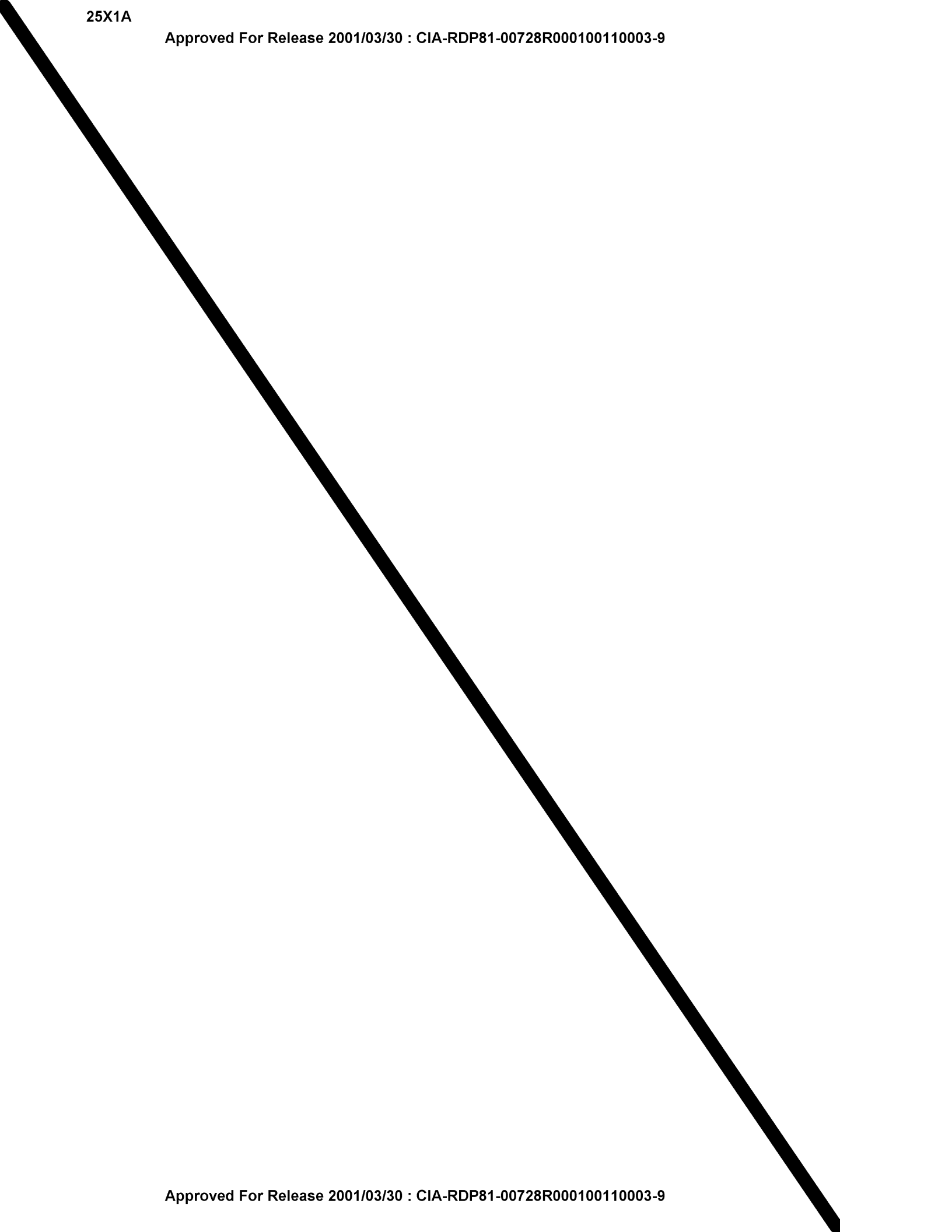
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

25X1A

ATTACHMENTS: 1  
Shuttle Schedule

DISTRIBUTION: ALL CIA Employees



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised*

25X1A

NOTICE  


14 September 1948

SUBJECT: Signature

Effective at 0830, Wednesday, 15 September 1948 and until further notice, all papers for the Director's personal signature will be prepared as indicated below:

E. K. WRIGHT  
Brigadier General, USA  
Acting Director of Central Intelligence

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Executive for  
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

CIA FEDERAL CREDIT UNION  
Washington, D. C.

*revised*

16 January 1948

SUBJECT: First Annual Meeting of CIA Federal Credit Union

25X1A

1. The First Annual Meeting of the CIA Federal Credit Union will be held Friday, 30 January 1948 at 4:00 p. m. in the Projection Room of the [REDACTED]

2. At this time the officers will submit reports covering the activities of the Credit Union since organization. Officers will be elected for the coming year.

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union Members are allowed to vote.

25X1A

[REDACTED]  
EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised*  
30 August 1948

NOTICE  
[REDACTED]

25X1A

SUBJECT: Shuttle Schedule

1. Effective 7 September 1948 regular bus service will be operated every half-hour between CIA buildings and the Pentagon in accordance with Schedule "A" attached, and every fifteen minutes between CIA buildings in accordance with Schedule "B" attached.
2. This service will not be available on Saturdays, Sundays, or holidays.
3. Special cars will not be furnished for trips to the buildings listed in the attached schedules except in emergency.
4. Copies of these schedules will be posted conspicuously in locations readily available to all CIA employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

25X1A

Attachments: 2  
Schedules "A" and "B"

DISTRIBUTION: All CIA Employees

Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

30 July 1948

NOTICE

25X1A

SUBJECT: Indoctrination Lecture.

1. The Director desires that individuals occupying the positions listed below attend a lecture on Thursday, 5 August 1948, to be held in the Situation Room of the Office of Reports and Estimates, 116 Central Building, at 1430 hours:

Each Assistant Director and his Deputy  
Each Staff Chief and his Deputy  
All members of ICAPS  
Chiefs of Branches, and major staff subdivisions of:  
Office of Reports and Estimates  
Office of Operations  
Office of Collection and Dissemination  
Administration and Management  
Inspection and Security

2. Absence will be authorized only on account of official leave, illness, or absence from Washington under official orders. In such cases, individuals acting for such absentees will attend the lecture.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for  
Administration and Management

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Distribution:

Each individual listed in paragraph 1.  
Director  
Deputy Director  
Executive Director  
Executive for Administration & Management  
Management Br., A&M  
Central Records



Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised*  
3 June 1948

25X1A

NOTICE  
[REDACTED]

SUBJECT: Security Loan Campaign.

1. The President has recently announced an intensive nation-wide Savings Bond campaign as a part of the program to combat inflation. By promoting savings we can fight inflation.

2. There is no safer, surer investment today than U. S. Savings Bonds (Security Bonds). The yield with safety is excellent. Its value is guaranteed. It is one investment in which no one can lose. The Government, through its payroll savings plan, has made it easy for each CIA employee to provide additional security for himself or his family in the simplest way possible. He controls the amount he desires to save by merely signing a card. The bookkeeping and all other procedures are taken care of for him and the bonds are handed or delivered to him as "Take Home Savings".

3. [REDACTED] has been designated Chairman of the Security Loan Campaign for the Central Intelligence Agency and he in turn will be assisted by key workers throughout the Agency in this drive. The campaign will run through 30 June 1948.

4. There is no monetary quota for CIA. The object of the Drive is to get the highest percentage possible of CIA employees to participate, with emphasis on the payroll savings plan. I am sure you will think this campaign worth your whole-hearted support and will cooperate with the appointed key workers.

25X1A

[REDACTED]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Rescinded*

25X1A

NOTICE

3 June 1948

SUBJECT: Voluntary Donations.

1. For the first time in twenty-five years the Salvation Army is making a direct appeal to the people to support a \$350,000 rebuilding fund for the purpose of restoring and bringing up to needed requirements the various welfare facilities of this charitable organization in the Washington Area.
2. The American Cancer Society is a national organization, crusading to control and ultimately eliminate cancer. More than \$200,000 was recently granted for the establishment of research projects in Washington, D. C. There are, in addition, two cancer detection clinics presently in operation and two additional clinics are in the process of being organized. All of these require substantial funds to operate. The District of Columbia Division of the American Cancer Society has accepted a quota of \$175,000 for the 1948 campaign.
3. A third campaign for funds is for American Overseas Aid -- United Nations Appeal for Children. The crusade for children seeks a total of \$60,000,000 throughout the Nation to meet emergency needs of distressed peoples in Europe and Asia, including the 230,000,000 children in wartorn countries of the World--children who are hovering on the edge of starvation.
4. Although it is appreciated that the personnel of this Agency has responded generously time and again to the drives soliciting funds for various purposes, it is believed that the worthiness of the present campaigns is self-evident, and it is therefore urged that everyone contribute to the extent commensurate with his own personal financial situation. Key workers will be available in each office to receive voluntary individual contributions for the above causes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for  
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

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RESTRICTED

*rescinded*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

1 June 1948

25X1A

SUBJECT: Designation of Top Secret Control Officer, Custodian of  
Registered Documents and Records Administrator.

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1. Effective 1 June 1948, [REDACTED], Office of Collec-  
tion and Dissemination, is designated as CIA Top Secret Control Offi-  
cer, and CIA Custodian of Registered Documents, relieving [REDACTED]

25X1A

25X1A

2. [REDACTED] is also designated as CIA Records Administrator.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*rescinded*

25X1A

NOTICE  
[REDACTED]

25 May 1948

SUBJECT: Loss or Compromise of Classified Documents.

1. The CIA Security Regulations provide in Paragraph 23, Section IV, that in case of loss or compromise of classified documents or information, immediate notification thereof will be made to the Executive for Inspection and Security.

2. All CIA officers and employees are reminded of their responsibilities under this regulation. Prompt and direct notification to the Executive for Inspection and Security of the loss or compromise of a classified document is mandatory in order that measures can be taken which will often minimize the damage to the security of the information which might otherwise occur. In no instance will the transmission of a report of the loss or compromise of a classified document be withheld or delayed for any reason. Failure to promptly report the loss or compromise of classified information constitutes a security violation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

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Administration and Management

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Appendix 2

## 02 TRAVEL

Schedule of Estimated Rates

From	To	One Way	Round Trip
New York	Boston	\$ 15	\$ 40
Washington	New York	15	40
"	Boston	25	60
"	Miami	60	130
"	East Coast Points	20	50
"	Mid West Points	50	120
"	West Coast Points	200	450
"	Hawaii	350	800
"	Central America	275	600
"	South America	500	1,100
"	ETO	450	1,000
"	MEDTO	600	1,400
"	FETO	1,000	2,500

Schedule includes average costs of transportation and per diem, etc.

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Appendix 3

## 03 TRANSPORTATION OF THINGS

Schedule of Estimated Rates

		Unit Cost	
<u>Motor Vehicles</u>			
Crating (Includes freight to POE)	Per Vehicle		\$200.00
Shipping (POE to destination)			
ETO	"		275.00
MEDTO	"		350.00
LATO	"		300.00
FETO	"		400.00
<u>General Cargo (Delivery to addressee)</u>			
(Administrative supplies and equipment, communications supplies and equipment, and operational supplies and equipment)			
ETO	Per Ton		100.00
MEDTO	"		100.00
LATO	"		75.00
FETO	"		100.00
<u>Household Goods and Personal Effects</u>			
To POE (Based upon E.O. 9805 maximum weight reimbursement allowances: Family, 7,000 lbs; single individual, 2,500 lbs)			
350 mi.	Per		5.00
1,000 mi.	100 lbs.		8.50
3,000 mi.	"		15.00
POE to destination			
ETO	Per Ton		100.00
MEDTO	"		100.00
LATO	"		75.00
FETO	"		100.00
<u>Air Shipments</u>			
ETO	Per lb.		1.50
MEDTO	"		2.25
Hawaii	"		1.75
LATO	"		2.00
FETO	"		3.50

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Macindell*

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NOTICE

20 May 1948

SUBJECT: Procurement of Supplies, Equipment or Services  
from 1948 Fiscal Year Funds

1. In order to insure the obligation of available fiscal year 1948 funds prior to the close of the fiscal year (30 June 1948), it will be essential that requirements involving such obligation be presented to the Services Branch, AEM, on or before the dates indicated below:

a. 1 June 1948 -- Requisitions for the procurement of supplies, equipment, or services requiring written numbered contracts to be negotiated or advertised.

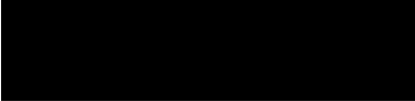
b. 15 June 1948 -- Requisitions for supplies, equipment, or services to be procured from existing contracts in the open market or from other Government departments.

2. The above instructions do not apply to requisitions for supplies or equipment to be furnished from stock.

3. Inquiries relative to this notice should be directed to the Chief, Services Branch, AEM.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

DISTRIBUTION: A

(7094)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

13 May 1948

SUBJECT: Reduction in Withholding Tax

1. The attention of all employees is invited to provisions of the Revenue Act of 1948, Public Law 471, 80th Congress, which authorizes a reduction in the withholding of Federal income tax. This reduction becomes effective with salaries to be paid May 14 for the period ending 1 May 1948.
2. Payroll adjustments to reflect the reductions in withholding tax are made by the Budget and Finance Branch and no Payroll Change Slips (WD Form 58-A) will be issued to individual employees. In order that each employee may verify the accuracy of the revised amounts being paid, a bi-weekly income tax table has been furnished to the designated check distribution clerk in the applicable branch. By using the tax table mentioned and by reference to the last Payroll Change Slip received, the revised amount of tax withheld may be determined.
3. The Revenue Act of 1948 also provides that an additional exemption may be claimed for age or blindness of either husband or wife. If the husband or wife will be 65 years of age at the end of the calendar year, one additional exemption may be claimed and if both will be 65 or older, two additional exemptions may be claimed. If either husband or wife is blind, one additional exemption may be claimed and if both are blind two additional exemptions may be claimed. No exemptions are allowed for other dependents on account of age or blindness.
4. Employee's Withholding Exemption Certificate, W-4 (Revised April 1948) will be supplied to designated check distribution clerks upon request in order that employees may submit claim for the additional exemption described in paragraph 3. Persons claiming such additional exemption should execute the revised Form W-4 and return to the designated check distribution clerk for forwarding through appropriate channels to the Payroll Section of the Budget and Finance Branch.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Assistant to the Executive  
for Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*rescinded*

25X1A

NOTICE  
[REDACTED]

6 May 1948

SUBJECT: Holidays - 31 May and 5 July 1948

1. In accordance with the provisions of Executive Order No. 9636, dated 3 October 1945, Monday, 31 May 1948 and Monday, 5 July 1948, will be official holidays in lieu of 30 May and 4 July, which fall on Sundays. All employees of the Agency whose regular work week is Monday through Friday will be permitted to be absent on Monday, 31 May and Monday, 5 July 1948 without charge to leave.

2. For all employees who are required to work regular shifts on both Sunday and Monday, 30 and 31 May, and 4 and 5 July, Sunday, 30 May and Sunday, 4 July, will be considered as the official holidays.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for

Administration and Management

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

(6687 )

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Resubmitted*

25X1A

NOTICE  
[REDACTED]

22 April 1948

SUBJECT: Order for Conservation of Fuel Oil, Gasoline, and Gas.

1. A memorandum from the White House, dated 19 April 1948, is quoted below:

"Your attention is called to the subject order of the President, dated January 17, 1948, a copy of which is enclosed for convenient reference." [REDACTED], dated 20 January 1948.)

25X1A

"Continued conservation in the use of petroleum products is necessary if the danger of shortages in gasoline supply this summer and fuel oil supply next winter is to be minimized.

"The various ways of saving described therein are not exclusive. Others, such as the elimination of 'idling' motors, will occur to you and should be included in the instructions to your staff.

"The President's order remains in full effect, and you are urged to do everything possible to save fuel oil, gasoline and gas.

(Signed) JOHN R. STEELMAN"

2. It is urgent that all CIA personnel continue to comply with the instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

(6332)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*resubid*

25X1A

NOTICE  
[REDACTED]

19 April 1948

SUBJECT: Fiscal Year 1950 Budget Estimates

1. Each Assistant Director and Staff Chief will initiate immediate planning for budget estimates for the fiscal year 1950 (1 July 1949-30 June 1950).

2. It is anticipated that initial estimates will be called for about 15 June 1948. Detailed budget hearings will be conducted for each CIA activity prior to preparation of the final CIA budget for presentation to the Bureau of the Budget.

3. Previous budgets have been prepared and presented with little or no experience data, and have been accepted on such basis due to the newness of the Agency. The fiscal year 1950 budget must be supported with more specific justifications based on actual operating experience. Factual work load data, operational graphs, statements of actual accomplishments, and specific program goals will be required in reasonable detail for each office and staff section.

4. Forms for submission of budget estimates will be distributed by 1 May 1948.

5. The Chief, Budget and Finance Branch, A&M, should be contacted for any advice and guidance desired on this subject.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A  
(6215)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*rescinded*

25X1A

NOTICE  
[REDACTED]

13 April 1948

SUBJECT: Memorandum from Deputy Commissioner for Buildings Management  
of Public Buildings Administration

1. The following memorandum received from the Federal Works Agency, Public Buildings Administration, Office of Buildings Management, is quoted for compliance by all employees of CIA:

"The Bureau of Federal Supply has advised that the coal supply is critical and that every step to conserve the Government's fuel supply be made. In view of the serious situation, it will be necessary to return to wartime heating and lighting schedule in Federal buildings.

"To meet the situation and to accomplish the maximum saving in fuel and electricity, it is necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

- "1. Do not use unnecessary lights.
- "2. Keep windows and doors closed so that the inside air does not unnecessarily escape to the outside when the outdoor temperature is less than the indoor temperature.
- "3. Heating units controlled by room occupants should be used to meet minimum heating requirements.
- "4. Heating units controlled by building operating personnel should not be disturbed by room occupants.

"The operating personnel will take periodic readings of the temperature throughout the buildings each day and will make whatever readjustments of the control equipment or operating procedure as are necessary or practical to keep the temperatures to minimum requirements. The supervisors of the night cleaning force will again instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

"An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed when required for comfort, radiators turned off to prevent overheating and lights turned out when not needed.

(6111)

"Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated."

2. Assistant Directors and Staff Chiefs will designate responsible officials within their activities for monitoring heat and light controls.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Executive for  
Administration and Management

DISTRIBUTION: All CIA Employees

Next 1 Page(s) In Document Exempt



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Rescinded*

25X1A

NOTICE  
[REDACTED]

31 March 1948

SUBJECT: Status of Reserve Personnel

1. A number of inquiries have been received relative to the future status of military reserve personnel now on duty with CIA, either as civilians or on active military service.

2. Each service of the National Military Establishment has been requested by the Director to permanently assign to CIA each individual now employed or to be employed by CIA who has military reserve status, such assignment to continue in force in case of national emergency or actual war.

3. When this problem has been resolved, all individuals concerned will be informed and further action will be taken relative to possible change in considerations in connection with active duty and other requirements for maintenance of reserve status and promotions within the reserve for CIA personnel concerned.

4. Information is being obtained from each of the Services as to current requirements for active and inactive duty training to maintain reserve status and qualify for promotion in current assignments. This will be published for the information of all concerned as soon as received.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: All CIA Employees

(5782)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Rescinded*

25X1A

NOTICE  
[REDACTED]

17 March 1948

SUBJECT: Leave on Good Friday

All employees desiring to attend religious services on Good Friday, 26 March 1948, will be permitted insofar as practicable to be absent on annual leave during the afternoon of that day.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

25X1A

DISTRIBUTION: All CIA Employees.

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

NOTICE  
[REDACTED]

5 February 1948

SUBJECT: 1947 Income Tax Service

The Personnel Relations Division, Personnel Branch and the Budget and Finance Branch, A&M, have made arrangements to assist employees of this agency in preparing and filing 1947 income tax returns.

25X1A

This service will be available between 9 February and 15 March. The individuals named below may be contacted for such aid:

[REDACTED]  
Ext. 2240  
Ext. 454  
Ext. 2144

It is requested that persons anticipating the need for tax service make appointments at an early date following February 9th.

At the time of the appointment, each employee must bring all pertinent tax information. Tax forms will be available.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

25X1A

Attachments: None

Distribution: All CIA Employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

*rescinded*

25X1A

NOTICE

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25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Executive for  
Administration and Management

25X1A

Attachments: None

Distribution: All CIA Employees

RESTRICTED

*rescinded*

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

CIA NOTICE  
[REDACTED]

25X1A

4 February 1948

SUBJECT: Files.

1. Effective immediately no copies of correspondence, reports, or documents will be maintained by the Executive Registry. All other functions of the Executive Registry will continue. All files now maintained by the Executive Registry will be transferred to the Central Records Division, Services Branch, A&M, for appropriate disposition.

2. The CIA Correspondence Manual to be issued in the near future will contain no provision for preparing copies of correspondence for the Executive Registry. Pending issuance of this manual, instructions requiring the preparation of such copies are rescinded.

3. One copy of all correspondence referred for the Director's action under [REDACTED] will be prepared for Central Records and one for signer's files.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

Executive for  
Administration and Management

DISTRIBUTION: All CIA employees

RESTRICTED

NOTICE  
[REDACTED]

2 February 1948

25X1A

SUBJECT: Holiday on 23 February 1948

1. In accordance with the provisions of Executive Order No. 9636 dated 3 October 1945, Monday, 23 February 1948 will be an official holiday in lieu of 22 February which falls on Sunday. All employees of the Agency whose regular work week is Monday through Friday will be permitted to take off Monday, 23 February 1948 without charge to leave.

2. Executive Order No. 9636 further provides that whenever a legal holiday falls on a Sunday, such day is considered the official holiday for employees whose regular work week includes Sunday but does not include Monday. In those instances where both Sunday and Monday fall within the regularly scheduled basic work week, a determination must be made by the head of the Agency as to which day is being treated as a holiday.

3. For all employees who are required to work regular shifts on both Sunday and Monday, 22 and 23 February 1948, Sunday, 22 February will be considered as the official holiday.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: All CIA personnel.

*Handled*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  



26 January 1948

SUBJECT: Interdepartmental Dial Telephone System.

1. Effective 2 February 1948, interdepartmental telephone service will be obtained by a dial system.

2. A directory of interdepartmental dial code numbers will be distributed the same as CIA directories. Effective 2 February 1948, calls which have been previously made through "Government", (Extension 80), or existing tie lines, will be discontinued, and the agencies will be called according to the code numbers listed in the "Directory for Interdepartmental Dial Telephone System". Other instructions regarding this system are contained in the directory.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for  
Administration and Management

25X1A

ATTACHMENTS: None

DISTRIBUTION: All CIA Employees

